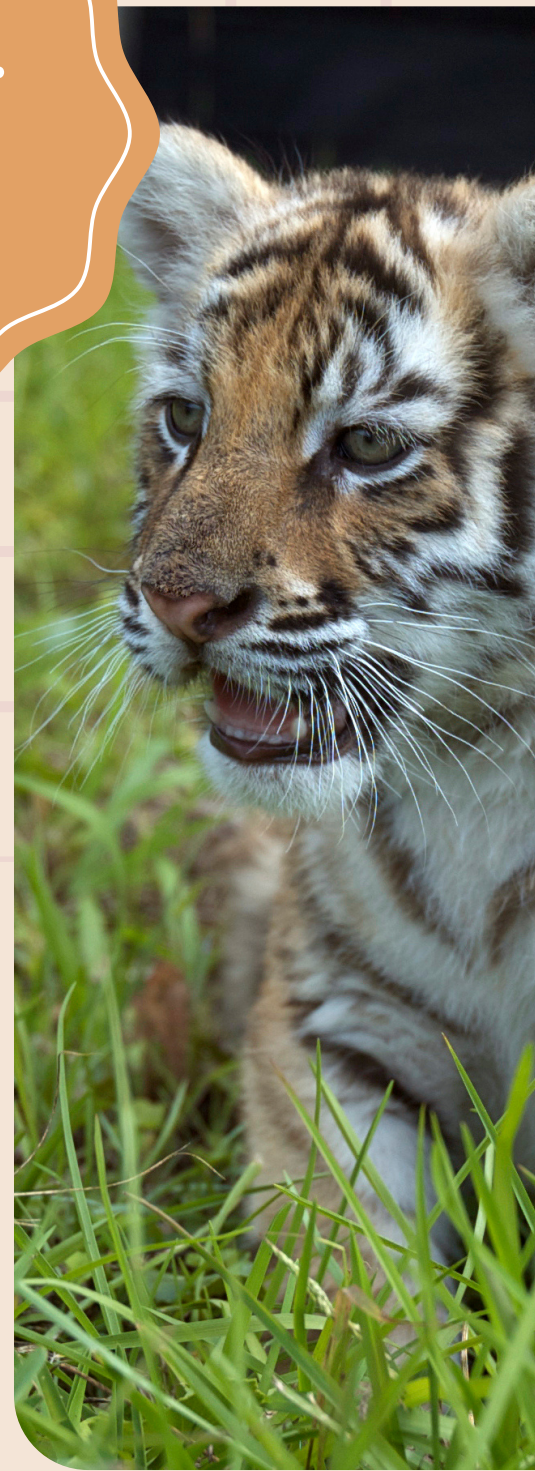


# LAKE CITY PRESCHOOL PARENT HANDBOOK

2024-  
2025



Updated 1/15/2024



# LAKE CITY

# PRESCHOOL

## PHILOSOPHY AND GOALS:

LAKE CITY PRESCHOOL PROVIDES A CLEAN, SAFE, HEALTHY ENVIRONMENT WHERE EVERY CHILD CAN DEVELOP EMOTIONALLY, PHYSICALLY, INTELLECTUALLY AND SOCIALLY. THE PROGRAM ENCOURAGES LEARNING AND GROWTH THROUGH PLAY. WE BELIEVE THAT CHILDREN GROW AT THEIR OWN PACE, AND WE SUPPORT THEIR DEVELOPMENT IN WAYS THAT HELP THEM BECOME CONFIDENT IN THEMSELVES AS LEARNERS. IT IS OUR GOAL TO CREATE AN ENVIRONMENT AND PROGRAM WHERE THE CHILD'S NATURAL DESIRE TO LEARN IS STIMULATED THROUGH MEANINGFUL, APPROPRIATE AND PLAYFUL LEARNING EXPERIENCES: ONE THAT MEETS THE NEEDS OF EACH CHILD AS AN INDIVIDUAL.

## STUDENT GOALS

- PROMOTING A POSITIVE ATTITUDE TOWARD LEARNING.
- BUILDING TRUST, SECURITY AND A POSITIVE SELF-ESTEEM.
- PROMOTING PHYSICAL AND EMOTIONAL WELL-BEING.
- BUILDING IMPORTANT EARLY MATH AND LITERACY KNOWLEDGE.
- ENCOURAGING CREATIVE THINKING AND PROBLEM SOLVING.
- RESPECT TOWARDS SELF, OTHERS AND THE ENVIRONMENT.

WELCOME TO  
LAKE CITY PRESCHOOL  
PRESCHOOL!

DEAR PARENTS,

WE ARE HAPPY TO WELCOME YOU TO THE LAKE CITY PRESCHOOL! WE BELIEVE THAT PRESCHOOL YEARS ARE A PERIOD OF RAPID GROWTH FOR YOUNG CHILDREN WHEN SKILLS, ABILITIES AND ATTITUDES DEVELOP THAT CARRY WITH THEM THEIR ENTIRE LIFE.

TIGER CUB PRESCHOOL IS A SCHOOL READINESS PRESCHOOL PROGRAM DELIVERED THROUGH LAKE CITY SCHOOLS COMMUNITY EDUCATION DEPARTMENT. WE SERVE CHILDREN 3-5 YEARS OF AGE WHO RESIDE IN LAKE CITY AND THE SURROUNDING AREAS.

SEVERAL CLASSROOMS PROVIDE INCLUSION OPPORTUNITIES FOR CHILDREN WITH SPECIAL NEEDS AND INCLUDE TEACHERS AND SUPPORT STAFF FROM EARLY CHILDHOOD SPECIAL EDUCATION.

OUR STAFF EXCELS AT HELPING YOUR CHILD SUCCEED! THE MAJORITY OF OUR TEACHERS ARE LICENSED EARLY CHILDHOOD TEACHERS WITH FOUR YEAR EDUCATION DEGREES OR HIGHER.

OUR PROGRAM STRIVES TO OFFER THE BEST IN EARLY EDUCATION! THAT IS WHY WE HAVE RECEIVED THE HIGHEST POSSIBLE RATING FROM PARENT AWARE-FOUR STARS! THIS HANDBOOK CONTAINS PROGRAM GOALS, POLICIES, TYPICAL DAILY ACTIVITIES AND OTHER PERTINENT INFORMATION. PLEASE READ THESE PAGES CAREFULLY, AND SAVE IT FOR FUTURE REFERENCE. FEEL FREE TO ASK QUESTIONS ABOUT ANYTHING THAT IS UNCLEAR.

LAKE CITY EARLY CHILDHOOD AND FAMILY  
EDUCATION PROGRAMS  
651.345.7170

# CURRICULUM & ASSESSMENT

THE LAKE CITY PRESCHOOL PROGRAM IS STRUCTURED AROUND DAILY ACTIVITIES INCLUDING OUTDOOR PLAY, NUTRITIONAL SNACK TIME, STORIES, MUSIC AND MOVEMENT, TEACHER-DIRECTED SMALL AND LARGE GROUP ACTIVITIES AND CHILD DIRECTED TIME IN LEARNING CENTERS. LEARNING CENTERS INCLUDE ART AND CREATIVITY, SCIENCE, MATH AND MANIPULATIVES, LANGUAGE AND LITERACY, BLOCKS AND BUILDING, DRAMATIC PLAY, AND SENSORY EXPERIENCES.

**LITTLE TREASURES CURRICULUM**  
THE LITTLE TREASURES CURRICULUM USES INTEGRATED LEARNING TO ORGANIZE THE CONTENT BEING TAUGHT INTO MEANINGFUL UNITS. THIS CURRICULUM FOCUSES ON 3 WEEK THEMES FILLED WITH CONTENT FOCUSED ON SPECIFIC LITERATURE FOR THE WEEK. STUDENTS WILL HAVE REPEATED READING WITH THE BOOK AND REPETITION OF SKILLS THEY ARE LEARNING TO MASTER EACH WEEK THROUGH HANDS-ON ACTIVITIES. THIS CURRICULUM OFFERS A HIGH LEVEL OF VOCABULARY IN THE CONTENT AREAS OF SOCIAL STUDIES, SCIENCE, MATH AND MUSIC.

## LEARNING OBJECTIVES & ASSESSMENT

OUR PROGRAM HELPS CHILDREN DEVELOP:

- SOCIAL SKILLS
- EMOTIONAL REGULATION
- EARLY LANGUAGE & LITERACY FOUNDATIONS
- EARLY MATHEMATICAL KNOWLEDGE
- FINE MOTOR DEVELOPMENT
- CREATIVITY
- CRITICAL THINKING
- PROBLEM SOLVING
- SELF-HELP SKILLS

INDIVIDUAL STUDENT PROGRESS IS MONITORED AND PLANNED FOR USING ONGOING ASSESSMENTS BOTH FORMALLY AND INFORMALLY THROUGH OBSERVATIONS, THROUGH THE WORK SAMPLING ASSESSMENT SYSTEM AND PERFORMANCE-EVALUATED TASKS.

## MINUTE MATH

MINUTE MATH WORKS TO DEVELOP MENTAL MATHEMATICS AND PROBLEM-SOLVING SKILLS. MINUTE MATH ACTIVITIES ARE SHORT AND REQUIRE NO MATERIALS FROM THE TEACHERS AND FIT INTO DAILY ACTIVITIES INCLUDING STANDING IN LINE, TRANSITIONS OR GROUP TIME. THIS CURRICULUM HELPS STUDENTS ACQUIRE SKILLS SUCH AS COUNTING, NUMBER CONCEPTS, MEASUREMENT, SHAPES, POSITIONAL AND SPATIAL RELATIONSHIPS, PATTERNS AND SORTING.

## S.M.A.R.T. PRE-K

STIMULATING MATURITY THROUGH ACCELERATED READINESS TRAINING (S.M.A.R.T.) PRE-K IS A PROGRAM THAT HELPS CHILDREN'S BRAINS AND BODIES GET READY TO LEARN. IT PROVIDES THE FOUNDATION FOR THE REQUIRED BASIC READINESS SKILLS, CRITICAL FOR SUCCESSFUL LEARNERS. THE PROGRAM CONSISTS OF FUN PHYSICAL ACTIVITIES FOR DEVELOPING AND/OR ENHANCING LARGE AND FINE MOTOR SKILLS, BALANCE AND COORDINATION, VISUAL EFFICIENCY, EYE-HAND COORDINATION, ATTENTION AND MUCH MORE. ONCE THESE SKILLS ARE IN PLACE, CHILDREN HAVE THE NECESSARY TOOLS TO BE ABLE TO ATTEND AND LEARN, MAKING THEM READY FOR SCHOOL AND TO BECOME LIFELONG LEARNERS.

# PROGRESS REPORTING

PARENT/TEACHER CONFERENCES ARE HELD IN THE SPRING AND WE MEET INFORMALLY AT OPEN HOUSE AT THE START OF THE YEAR.

PROGRESS IS SHARED FORMALLY ONCE A YEAR WITH FAMILIES DURING PARENT/TEACHER CONFERENCES. IF YOUR CHILD'S TEACHER HAS CONCERNS, YOU WILL BE INVITED TO TWO CONFERENCES, OR AS NEEDED INFORMAL REPORTING THROUGH PHONE CALLS, EMAILS, NOTES HOME AND AN END OF THE YEAR SUMMARY REPORT.

# COMMUNICATION

OUR TEACHERS STRIVE TO ESTABLISH PARTNERSHIPS WITH PARENTS TO SUPPORT STUDENT LEARNING. STRONG COMMUNICATION IS FUNDAMENTAL TO THIS PARTNERSHIP AND TO BUILDING A SENSE OF COMMUNITY BETWEEN HOME AND SCHOOL. THEREFORE, BEYOND PARENT/TEACHER CONFERENCES, WE WILL DO OUR BEST TO MAKE SURE WE ARE INFORMING PARENTS ABOUT WHAT IS HAPPENING AT SCHOOL. WE ASK THAT YOU DO YOUR BEST TO CAREFULLY READ INFORMATION WE SEND HOME TO INFORM YOU ABOUT YOUR CHILD, YOUR CHILD'S CLASS, AND OTHER SCHOOL EVENTS AND ACTIVITIES.

## TAKE HOME FOLDERS

EACH DAY YOUR CHILD WILL BRING HOME HIS/HER "TAKE HOME FOLDER" (THAT WE PROVIDE) TO SAFELY TRANSPORT HOME PAPERS, ARTWORK, ACTIVITY PAGES, HANDOUTS, AND OTHER IMPORTANT INFORMATION.

PLEASE MAKE SURE TO SEND A BACKPACK OR BAG WITH YOUR CHILD'S NAME CLEARLY MARKED ON IT FOR USE TO SEND HOME THEIR FOLDER. WE WILL CHECK THE LARGEST POCKET OF THE BACKPACK DAILY.

## NEWSLETTERS & CALENDARS

A MONTHLY NEWSLETTER AND CALENDAR IS SENT HOME MONTHLY VIA THE TAKE HOME FOLDER. THROUGH THE NEWSLETTER YOU WILL BE KEPT INFORMED OF DAILY ACTIVITIES, UNITS, AND UPCOMING SPECIAL EVENTS. PLEASE KEEP IT HANDY AND BE SURE TO READ IT!

## PHONE CALLS/EMAILS

PARENTS ARE STRONGLY ENCOURAGED TO CALL OR EMAIL CLASSROOM TEACHERS WITH ANY QUESTIONS, COMMENTS OR CONCERNS. IF YOU ARE HAVING ANY ISSUES, CHANGES IN YOUR FAMILY SITUATION OR ROUTINES, ETC., PLEASE BRING THEM TO OUR ATTENTION AS SOON AS POSSIBLE SO THAT WE MAY BETTER HELP YOUR CHILD SUCCEED.

PLEASE KEEP US INFORMED OF ANY CHANGES TO YOUR ADDRESS, PHONE NUMBER INCLUDING HOME, CELL AND WORK, AS WELL AS YOUR EMAIL ADDRESS. IT IS IMPORTANT FOR US TO HAVE CURRENT INFORMATION IF WE NEED TO CONTACT YOU AT ANY TIME.

# EARLY CHILDHOOD CLASSES & EVENTS

## ECFE EVENTS

OUR EARLY CHILDHOOD FAMILY EDUCATION (ECFE) PROGRAM HOSTS SEVERAL SPECIAL EVENTS, OF WHICH PRESCHOOL FAMILIES ARE INVITED TO ATTEND. THESE FUN EVENTS ARE OFTEN HELD ON TUESDAY EVENINGS AND SATURDAY MORNINGS AND ARE OPEN TO ALL FAMILIES WITH CHILDREN NOT YET IN KINDERGARTEN. YOU CAN LOOK FORWARD TO EVENTS SUCH AS:

- READING AND MATH NIGHT
- COOKIES AND MILK WITH SANTA
- IF YOU GIVE A PIG A PANCAKE

DETAILS ON EACH SPECIAL EVENT WILL BE DISTRIBUTED VIA THE COMMUNITY EDUCATION BROCHURE, EMAILS, AND ON THE COMMUNITY EDUCATION FACEBOOK PAGE.

## ECFE- ON-GOING CLASSES

OUR WEEKLY ECFE CLASSES ARE DESIGNED TO INCLUDE PARENTS AND CHILDREN AGES BIRTH TO PRE KINDERGARTEN AGE AND WE FOLLOW A CLASSIC SCHEDULE OF CIRCLE TIME, PARENT/CHILD INTERACTION TIME, SNACK AND SEPARATION TIME. PARENTS WILL MEET WITH A PARENT EDUCATOR TO FURTHER EXPLORE A VARIETY OF TOPICS WHILE CHILDREN HAVE THE OPPORTUNITY TO SOCIALIZE UNDER THE DIRECT SUPERVISION OF AN EARLY CHILDHOOD TEACHER. PARENTS AND CHILDREN WILL REJOIN CHILDREN FOR A CLOSING CIRCLE AND GOODBYE. \*CHILDREN 12 MONTHS AND YOUNGER MUST REMAIN WITH THE PARENT DURING THE ENTIRE CLASS TIME. ECFE IS HELD AT BLUFF VIEW ELEMENTARY IN ONE OF THE EARLY CHILDHOOD CLASSROOMS.

# SEPERATION ANXIETY

WE WANT ALL PARENTS TO KNOW THAT WE EXPECT THAT SOME CHILDREN WILL STRUGGLE AT FIRST WITH SEPARATING FROM THEIR PARENTS (AND SOME PARENTS WILL STRUGGLE WITH SEPARATING FROM THEIR CHILD). PLEASE KNOW WE ARE READY TO DEAL WITH TEARS AND THAT OUR TEACHERS ARE SKILLED AT HELPING EASE CHILDREN'S ANXIETIES. PARENTS CAN HELP WITH THIS TRANSITION BY READING AND FOLLOWING THE SUGGESTIONS BELOW.

## WAYS TO SAY GOODBYE

SAYING GOODBYE CAN BE THE HARDEST PART OF HAVING YOUR CHILD IN PRESCHOOL, ESPECIALLY IF THIS IS YOUR CHILD'S FIRST GROUP EXPERIENCE. SEPARATING FROM YOU THE FIRST FEW TIMES MAY BE DIFFICULT. THIS SEPARATION ANXIETY IS A NATURAL PART OF A CHILD'S EMOTIONAL DEVELOPMENT.

REMEMBER, IF YOUR CHILD CRIES, IT'S USUALLY ONLY FOR A SHORT TIME. WE WILL LET YOU KNOW IF YOUR CHILD IS NOT ABLE TO CALM THEMSELVES. ESTABLISH A ROUTINE FOR SAYING GOODBYE TO YOUR CHILD AND BE CONSISTENT. HERE ARE SOME IDEAS FOR SAYING GOODBYE:

WE HIGHLY RECOMMEND THAT YOU DO NOT SNEAK OUT OF THE ROOM. THIS CAN CAUSE GREATER SEPARATION ANXIETY.

FEEL FREE TO CALL OUR CLASSROOM WHEN YOU RETURN HOME OR FROM WORK TO CHECK IN. REMEMBER, CHILDREN WILL TAKE THEIR CUES FROM YOU. THE CALMER, CONFIDENT AND MORE RELAXED YOU ARE THE MORE COMFORTABLE THEY WILL BE.

- TELL YOUR CHILD IN ADVANCE SHE/HE WILL BE GOING TO SCHOOL, AND WHEN SHE/HE WILL BE GOING
- TELL YOUR CHILD WHAT YOU WILL BE DOING WHILE THEY ARE AT SCHOOL, AND REMIND YOUR CHILD WHAT THEY WILL BE DOING AT SCHOOL.
- TALK ABOUT ACTIVITIES YOUR CHILD WILL DO AFTER PRESCHOOL.
- SHOW THAT YOU ARE COMFORTABLE ABOUT LEAVING THEM AT SCHOOL.
- SAY A FIRM, LOVING, SHORT GOODBYE WHEN IT'S TIME FOR YOU TO LEAVE, AND REASSURE THEM YOU WILL SEE THEM WHEN PRESCHOOL IS OVER.

## POLICIES

### ELIGIBILITY

PRESCHOOL IS OPEN TO ALL CHILDREN WHO ARE AT LEAST 3 YEARS OLD ON OR BY SEPT. 1 OF THE CURRENT SCHOOL YEAR. CHILDREN ARE ENCOURAGED TO BE TOILET TRAINED FOR PRESCHOOL, AND MUST BE FOR CUB CARE. FAMILIES MUST COMPLETE REQUIRED IMMUNIZATIONS, AND PARTICIPATE IN AN EARLY CHILDHOOD SCREENING. EARLY CHILDHOOD SCREENINGS ARE HELD AT BLUFF VIEW ELEMENTARY ONCE A MONTH AND THEY NEED TO BE COMPLETED WITHIN 90 DAYS OF BEGINNING OUR PROGRAM. PLEASE LET US KNOW IF YOU HAVE QUESTIONS ABOUT ANY OF THESE REQUIREMENTS OR IF YOUR CHILD HAS NOT YET BEEN SCREENED

# POLICIES - CONTINUED

## ILLNESS

A CHILD SHOULD REMAIN HOME IF HE OR SHE HAS ANY OF THE FOLLOWING:

A CONTAGIOUS DISEASE SUCH AS CHICKENPOX, STREP THROAT, PINK EYE OR IMPETIGO

VOMITING, DIARRHEA, UPSET STOMACH WITHIN THE PAST 24 HOURS

DRAINING EARS OR EYES THAT ARE REDDENED

AN UNDIAGNOSED RASH

SEVERE COUGH, SORE THROAT, RUNNY NOSE, OR COLD SYMPTOMS

LICE, RINGWORM, OR SCABIES

A TEMPERATURE OF 100 DEGREES OR OVER (CHILDREN SHOULD REMAIN HOME FOR 24 HOURS AFTER IT DECREASES)

IF YOUR CHILD IS TAKING ANTIBIOTICS FOR AN INFECTION, HE/SHE MUST NOT COME TO CLASS UNTIL THEY HAVE TAKEN THE MEDICATION FOR AT LEAST 24 HOURS

PLEASE LET THE TEACHER KNOW OF ANY CONTAGIOUS DISEASE YOUR CHILD HAS

HAD SO WE HAVE THE OPTION OF NOTIFYING OTHER PARENTS OF EXPOSURE (WE DO NOT NAME YOUR CHILD), AWARE OF OTHER CHILDREN DEVELOPING SYMPTOMS

## SCHOOL CLOSINGS

## INCLEMENT WEATHER OR CLOSURES

IN THE EVENT OF INCLEMENT WEATHER OR OTHER EMERGENCY EVENTS THAT CAUSE ISD 813 TO BE CLOSED, WE WILL FOLLOW THE SAME PROCEDURE AS THE REST OF THE SCHOOLS, SNOW DAYS WILL NOT BE MADE UP UNLESS THE DISTRICT DECIDES OTHERWISE.

- IF THE SCHOOL IS TWO HOURS LATE THERE WILL BE NO MORNING CLASSES; AFTERNOON CLASSES WILL STILL MEET.
- IF SCHOOL IS RELEASED EARLY, PRESCHOOL CLASSES WILL ALSO DISMISS EARLY, OR IF IT IS DECIDED PRIOR TO THE AFTERNOON SESSION WE WILL NOT HOLD CLASSES.
- IF SCHOOL IS CLOSED, BOTH MORNING AND AFTERNOON CLASSES WILL BE CANCELED.

ANNOUNCEMENTS WILL BE MADE VIA:

- WEBSITE- AN ANNOUNCEMENT WILL BE POSTED ON THE MAIN DISTRICT SITE
- SOCIAL MEDIA- A POST WILL BE MADE ON COMMUNITY EDUCATION'S FACEBOOK PAGE
- A SCHOOL REACH PHONE CALL OR TEXT WILL BE MADE FROM THE DISTRICT.
- MEDIA OUTLETS- KTTG, KARE 11, KSTP, FOX 9, WCCO, SCHOOL CHANNEL, KLCH 94.9 FM, OR KCUE 1250 AM.

## SCHOOL DRILLS

WE FOLLOW STATE GUIDELINES FOR REQUIRED FIRE, TORNADO AND LOCK DOWN DRILLS. WE EXPECT OUR STUDENTS WILL HAVE MANY QUESTIONS AND CONCERNS WHEN WE ARE PARTICIPATING IN THESE DRILLS. WE WILL DO OUR BEST TO HELP THE CHILDREN REMAIN CALM AND EXPLAIN THE PROCESS.

## DROPPING OFF & PICKING UP

WHEN DROPPING OFF OR PICKING UP YOUR CHILD, PLEASE PARK YOUR VEHICLE IN THE PARKING LOT. WE ASK THAT YOU PARK STARTING AT THE PRESCHOOL PLAYGROUND UP TO DOOR 1 WITH YOUR HAZARD LIGHTS ON ENTER INTO THE MAIN ENTRANCE, AND PROCEED TO YOUR CHILD'S CLASSROOM DOWN THE HALLWAY TO THE RIGHT.

IF YOU ARE LATE FOR DROP OFF AND TEACHERS HAVE ALREADY MADE IT TO THEIR CLASSES YOU WILL BE REQUIRED TO CHECK IN AT THE OFFICE WITH A VALID ID OR YOUR CHILD WILL BE WALKED TO CLASS BY SCHOOL STAFF.

PLEASE DO NOT BRING YOUR CHILD TO SCHOOL MORE THAN 5 MINUTES PRIOR TO CLASS, AND STAY WITH YOUR CHILD IN THE HALLWAY UNTIL THE TEACHER GREETES YOUR CHILD.. PLEASE PICK-UP YOUR CHILD PROMPTLY AT DISMISSAL TIME.

# POLICIES - CONTINUED

## LATE PICK UP

A LATE FEE OF \$10.00 WILL BE CHARGED IF YOUR CHILD IS NOT PICKED UP WITHIN 10 MINUTES OF DISMISSAL.

IF YOUR CHILD IS NOT PICKED UP WITHIN 10 MINUTES OF THE END OF CLASS, YOUR CHILD WILL BE ESCORTED TO THE OFFICE AND YOU WILL BE CHARGED THE DROP IN RATE FOR CHILDCARE FEES. PLEASE SIMPLY GIVE US A CALL IF YOU'RE RUNNING A FEW MINUTES LATE TO AVOID FEES.

## TRANSPORTATION

TRANSPORTATION MAY BE AVAILABLE THROUGH HIAWATHALAND TRANSIT BY CALLING (866)623-7505. ISD 813 IS NOT AFFILIATED WITH THIS COMPANY.

## CLOTHING & ACCESSORIES

WE KINDLY ASK THAT YOU DRESS YOUR CHILD IN COMFORTABLE, DURABLE, KID-FRIENDLY CLOTHES THAT ARE OUTSIDE-WEATHER APPROPRIATE. WE DO MANY ACTIVITIES THAT MAY CAUSE CLOTHING TO GET WET OR MESSY (DESPITE ENCOURAGING THE USE OF PROTECTIVE SMOCKS). WE ALSO SUGGEST THE USE OF TENNIS SHOES AS OUR FLOORS CAN BE SLIPPERY. PLEASE MARK EACH REMOVABLE CLOTHING ITEM WITH YOUR CHILD'S NAME. WE ALSO ENCOURAGE SENDING A SPARE SET OF CLOTHING IN YOUR CHILD'S BACKPACK IN CASE OF AN ACCIDENT. WE WILL GO OUTSIDE TO PLAY EVERYDAY (WEATHER PERMITTING), SO PLEASE ENSURE THAT YOU SEND YOUR CHILD WITH THE APPROPRIATE GEAR; BOOTS, HATS, MITTENS, SNOW PANTS AND A WARM COAT.

## SNACKS

OUTSIDE FOOD IS NO LONGER PERMITTED IN OUR PRESCHOOL CLASSROOMS FOR THE SAFETY OF ALLERGY STUDENTS AND A HEALTHIER SNACK OPTION FOR STUDENTS. DURING THE SCHOOL YEAR SNACKS WILL BE PROVIDED WITH THE COST OF YOUR CHILD'S TUITION. TEACHERS AND SUPPORT STAFF WILL CHOOSE A SNACK AND MILK OPTION FROM OUR FOOD SERVICE PROGRAM LUNCHTIME SOLUTIONS. SNACKS MAY CONSIST OF FRESH FRUITS, CRACKERS, FRUIT SNACKS, YOGURT AND STRING CHEESE.

## DATA PRIVACY

ISD 813 HAS IDENTIFIED SELECTED INFORMATION RELATING TO ALL STUDENTS AT BLUFF VIEW ELEMENTARY. THIS INCLUDES, BUT NOT LIMITED TO, STUDENTS' NAMES AND PHOTOS. THIS INFORMATION IS PUBLIC. PARENTS MAY REQUEST IN WRITING THAT ANY OR ALL OF THIS INFORMATION IS NOT TO BE RELEASED. A COMPLETE COPY OF THIS POLICY (FAMILY RIGHTS AND PRIVACY ACT OF 1974/LAW 93-380) LISTING DATA CLASSIFIED AS DIRECTORY INFORMATION IS AVAILABLE IN THE OFFICE. STUDENT RECORDS ARE ALSO GOVERNED BY THE DATA PRIVACY ACT. RECORDS CANNOT BE SENT TO ANYONE UNLESS A FORMAL RELEASE HAS BEEN SIGNED BY A PARENT OR GUARDIAN. THIS FORM IS ALSO AVAILABLE IN THE OFFICE

## BIRTHDAYS

PLEASE LET US KNOW IF IT'S YOUR CHILD'S BIRTHDAY SO WE CAN RECOGNIZE IT DURING CLASS, OR IF YOUR CHILD WOULD RATHER NOT HAVE US ACKNOWLEDGE HIS/HER SPECIAL DAY, THAT IS OKAY TOO!  
OUTSIDE SNACKS AND TREATS ARE PROHIBITED.

# POLICIES

## TUITION PAYMENTS

TUITION IS DUE THE 1ST DAY OF EVERY MONTH, AND CAN BE PAID ONLINE VIA OUR ONLINE SYSTEM [HTTPS://LAKECITY.CR3.RSCHOOLTODAY.COM/PUBLIC/HOME/](https://lakecity.cr3.rschooltoday.com/public/home/) (UNDER LAKE CITY PRESCHOOL) IF PAYING BY CHECK, PLEASE MAKE IT OUT TO ISD 813 AND PLEASE INCLUDE YOUR CHILD'S NAME ON THE MEMO LINE. WE WILL NOT BE ACCEPTING YEARLY PAYMENTS AT THIS TIME.

THERE WILL BE A \$10 LATE FEE ASSESSED TO PAYMENTS AFTER THE FIRST OF THE MONTH. PLEASE CONTACT THE COMMUNITY EDUCATION OFFICE IF YOU ARE HAVING DIFFICULTY MAKING TUITION PAYMENTS. TUITION WILL NOT BE PRORATED FOR MISSED DAYS INCLUDING FAMILY VACATIONS, SNOW DAYS, SICKNESS ETC.

## ALLERGIES & MEDICATION

IF YOUR CHILD HAS ANY FOOD OR ENVIRONMENTAL ALLERGIES, PLEASE INFORM THE TEACHER VERBALLY AND NOTE IT DURING REGISTRATION. IF YOUR CHILD HAS AN EPI PEN OR OTHER MEDICATIONS NEEDED, PLEASE CONTACT THE SCHOOL NURSE PRIOR TO BEGINNING PRESCHOOL TO SET UP A HEALTH ACTION PLAN.

## IMMUNIZATIONS

STATE LAW REQUIRES THAT YOU PROVIDE DATES OF IMMUNIZATIONS AND THAT YOUR CHILD'S IMMUNIZATIONS ARE UP-TO-DATE IN ORDER TO PARTICIPATE IN OUR PROGRAMS. FORMS ARE AVAILABLE AT OPEN HOUSE OR IN THE BLUFF VIEW ELEMENTARY OFFICE. PLEASE NOTIFY THE SECRETARY WHEN YOUR CHILD HAS ADDITIONAL IMMUNIZATIONS.

## FIRST AID & EMERGENCIES

IF A MINOR INJURY OR ACCIDENT OCCURS, THE SCHOOL NURSE OR A TEACHER QUALIFIED IN FIRST AID WILL ADMINISTER TREATMENT. WE WILL NOTIFY PARENTS BY CALLING OR SPEAKING TO YOU IN PERSON, OR BY SENDING A NOTE VIA EMAIL OR HOME WITH YOUR CHILD. IF AN INJURY IS MORE SEVERE, WE WILL FOLLOW PROCEDURES FOR MEDICAL EMERGENCIES.

IF YOUR CHILD IS INJURED (MORE THAN A MINOR INJURY) OR BECOMES ILL DURING PRESCHOOL, THE STUDENT WILL BE BROUGHT TO THE SCHOOL NURSE FOR FURTHER EVALUATION. WE WILL CONTACT YOU BY CALLING YOUR HOME, WORK, OR THE EMERGENCY NUMBER LISTED ON YOUR CHILD'S EMERGENCY CONTACT FORM.

## ABSENCES

PLEASE EMAIL OR CALL YOUR CHILD'S TEACHER/CLASSROOM IF YOUR CHILD WON'T BE COMING TO CLASS AS WELL AS THE ABSENTEE HOTLINE AT 651-345-4528.



CONTACT INFORMATION

OFFICE HOURS: 7 A.M. - 4:00 P.M.

ADDRESS:

LAKE CITY COMMUNITY EDUCATION  
1156 WEST LAKEWOOD AVENUE  
LAKE CITY, MN 55041  
(LOCATED IN BLUFF VIEW ELEMENTARY)

PHONE: 651.345.7170

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